

Office of Fair Housing and Equity
Human Rights Commission
Intern Description

The **Human Rights Commission** (HRC) was created to ensure that all persons are treated fairly and equally regardless of religious creed, race, color, sex, gender identity or expression, age, disability, national origin, ex-offender status, prior psychiatric treatment, sexual orientation, military status, marital status or parental status, and any other protected category of persons.

Duties and responsibilities

- Assist the Deputy Director in establishing the Human Rights Commission
- Assist the Deputy Director in the development of HRC agendas, meeting minutes, and HRC business related research and documents.
- Work in a confidential capacity with to develop HRC priorities and special initiatives.
- Assist in FHE events, collaborative program efforts, and other duties as assigned
- Other duties to be determined.

What you will learn

- How to organize and facilitate a collaborative process across multiple sectors
- Public speaking, advanced presentation and facilitation skills
- Working in a confidential capacity with City Of Boston Commissioners and Employees

What we require

- Background government, non-profit management, macro social work, public health or other related discipline.
- Strong communication skills.
- Proficient and or expert in Microsoft Office Suite.
- Organized, with an ability to prioritize time-sensitive assignments.
- Creative and Flexible.
- Strong interest in human rights, social justice, and moving towards equitable outcomes for all Boston residents
- Must be able to work a minimum of 14 hours per week for no less than 3 months
- Commitment of no less than 3 months
- Interest in local city government.
- candidates must provide a cover letter and resume including:
 - The placement title you are applying for
 - What skills and or knowledge you hope to gain from a placement opportunity with FHE.
 - Include the hours per week and start and end dates you can commit to
 - Interns, must provide the information of the school they are affiliated with and if they are pursuing this opportunity as a for credit internship.

Details

The above internship opportunity is unpaid. Please submit cover letter and resume to:

Janine.anzalota@boston.gov